

Random Moment Time Study (RMTS)

MANDATORY ANNUAL TRAINING FOR LOCAL EDUCATION AGENCY (LEA)

Federal Fiscal Year 2023

(October 2022 to September 2023)

TRAINING ANNOUNCEMENT

RMTS annual training is mandatory for all Local Education Agency's (LEAs) that wish to participate in the Medicaid Administrative Claiming (MAC) and/or School Health and Related Services (SHARS) programs. Training sessions are conducted by the Texas Health and Human Services Commission (HHSC) beginning in May of the previous year and for each quarter when a time study takes place. *Please remember, once an RMTS contact has successfully completed **one** training for the current fiscal year (May 2022 – February 2023), they have met the annual requirement.* Training reminders will continue to be e-mailed to districts in the event additional staff want to be involved in the process.

Annual training is mandatory for at least **two district employees** designated by the entity as a RMTS Contact. If your district is contracted with a Co-op, SSA or third-party vendor, the district's RMTS Contact(s) is still required to complete annual training. The RMTS Contact is responsible for ensuring the district complies with all RMTS requirements and serves as a communicator between HHSC and their district participants.



For FFY 2023, a Primary RMTS Contact will now be required to take annual training every FFY. A **Primary RMTS Contact** will be required to complete annual training (**May 2022 – August 2022**) before the 1st quarter PL closes. Early FFY 2023 RMTS training begins in May 2022. A **Secondary RMTS Contact** will be required to complete annual training (**May 2022 – February 2023**) before the 3rd quarter PL closes. If a district has multiple secondary RMTS Contacts, the primary contact can select one person who will be responsible for completing the annual training. Once a district's primary and secondary RMTS contact have completed the required 2 district employee annual training, the district will be in full training compliance for the current federal fiscal year.

It is crucial LEAs understand that compliance with the RMTS annual training requirement is mandatory. Failure to comply with this requirement will impact the LEAs ability to draw federal funding for MAC and/or SHARS services provided. In addition,

LEAs will not be given full access to the online time study system for FFY 2023 until the annual training requirement is met.

As a RMTS, MAC or SHARS contact, you have the ability to check your own or any other contacts training status in STAIRS, 24 hours a day, 7 days a week. Simply login to www.Fairbanksllc.com and enter your username and password, click on "manage" then click on "manage training status".

The below link will take you to the HHSC Rate Analysis Department ISD training information webpage on which you will find details about training requirements, training registration, as well as a list of contacts should you have any questions.

<https://pfd.hhs.texas.gov/time-study/time-study-independent-school-districts-isd/time-study-isd-training-information>.

Upcoming Training Sessions for FFY 2023:

Date	Program	Mode	Type	Start	End	QTR
5/3/2022	ISD	Webinar	Refresher	8:30 AM	11:00 AM	1st
5/10/2022	ISD	Webinar	Initial	8:30 AM	12:00 PM	1st
5/17/2022	ISD	Webinar	Refresher	1:00 PM	3:30 PM	1st
8/2/2022	ISD	Webinar	Initial	8:30 AM	12:00 PM	1st
8/4/2022	ISD	Webinar	Refresher	1:00 PM	3:30 PM	1st
8/16/2022	ISD	Webinar	Refresher	8:30 AM	11:00 AM	1st
8/18/2022	ISD	Webinar	Initial	1:00 PM	4:30 PM	1st
11/8/2022	ISD	Webinar	Initial	8:30 AM	12:00 PM	2nd
11/10/2022	ISD	Webinar	Refresher	1:00 PM	3:30 PM	2nd
2/2/2023	ISD	Webinar	Initial	8:30 AM	12:00 PM	3rd
2/16/2023	ISD	Webinar	Refresher	1:00 PM	3:30 PM	3rd

***If you are more than 15 minutes late to any training, you are automatically ineligible to receive training credit.**

"Initial versus Refresher"

Training requirements can be met by one of two methods. It is required RMTS Contacts who have never attended RMTS ISD training must attend "initial" training. Those who have successfully completed an initial training in the past years may attend either initial or refresher training. See above website link for additional details.

The training for RMTS Contacts is separate and different from the training for MAC Financial Contacts and SHARS Cost Report Contacts. Although an overview of the MAC Financial and SHARS Cost Report will be provided during the RMTS training it is not intended to meet the financial training requirements.

Training for the MAC Contacts and SHARS Contacts is also separate and different and will be offered near the actual financial reporting periods. It is mandatory for the MAC Contact to attend the MAC Financial training and the SHARS Contact to attend the SHARS Cost Report training in order to have access to the online financials.

Information about the MAC Financial and SHARS Cost Report training session is available at the links provided below.

MAC - <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-independent-school-districts-isd/mac-isd-training-information>

SHARS - <https://pfd.hhs.texas.gov/acute-care/school-health-and-related-services/shars-training>

If you have any questions, please contact the Texas Health and Human Services Commission (HHSC) Time Study Unit at Timestudy@hhs.texas.gov or at (737) 867-7794.